

# Tenancy Application Form

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RESIDENTIAL

Leasing | Sales | Consultancy

Please complete this application thoroughly, so we can process it as quickly as possible. Please note the following important points:

1. The application has been signed.
2. This application must be accompanied by a copy of your driver's licence or passport for identification purposes, as well as any other supporting documents.
3. If there is more than one applicant, a separate application form is required.
4. If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond, and first two week's rent.

## Rental Property:

Property address

## Tenancy requirements:

Length of tenancy

Rent per week  
\$

Commencement date

## Occupancy details

No. of adults who will live in property

No. and ages of children (if any)

No. and type of pets

## Applicant's details

Name

Email

Address

Home phone

Work phone

Mobile Phone

## Personal details

Date of birth

Drivers licence No.

Drivers licence state of issue

Passport No.

Country of issue

Car Registration

## Current rental details:

Rent per week  
\$ per week

How long have you lived there?  
months

Reason for leaving

Agent/Landlord

Work Phone

### Previous rental details:

Previous property address		
Rent per week \$ _____ per week	How long have you lived there? _____ months	Reason for leaving
Agent/Landlord	Work Phone	

### Current employment:

Current employer (company)		
Contact name (manager)	Contact's work phone	Your Position title
Length of employment	Net income \$ _____ per week	Full time or part time?

### Previous employment:

Previous employer (company)		
Contact name (manager)	Contact's work phone	Your Position title
Length of employment	Net income \$ _____ per week	Full time or part time?

### Emergency contact details

Name	Relationship	Contact phone
Address		

### Personal/business references: (not relatives)

Name	Occupation	Work phone
Address		
Name	Occupation	Work phone
Address		

### How did you find out about this property?

<input type="checkbox"/> Internet <input type="checkbox"/> domain.com.au <input type="checkbox"/> realestate.com.au <input type="checkbox"/> zestresidential.com.au <input type="checkbox"/> facebook <input type="checkbox"/> For lease board <input type="checkbox"/> Local newspaper <input type="checkbox"/> Other (please specify)
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## Declaration

### I confirm the following:

1. I have inspected the property that I am applying for  
 Yes  No
2. During my inspection of this property, I found it to be in a reasonably clean condition  
 Yes  No
3. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

4. I consent to the information provided in this application being verified and a reference check on TICA being undertaken.
5. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's Approval.

### Application:

I apply for the approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to Zest Residential upon signing the Residential Tenancy Agreement.

### Statement of Costs:

**Rental Bond**

\$

**Rent in advance (Two week's rent)**

\$

**TOTAL**

\$

If a holding fee is being paid on the property, the following conditions will apply:

1. A Holding Fee will only be accepted once an application has been approved by the landlord.
2. The holding Fee is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. The Holding Fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the Landlord may retain the full amount of the holding deposit.
6. That the Holding Fee will be banked into a Trust Account.

## Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we at Zest Residential handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

### Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information

\* THE LESSORS /OWNERS FOR APPROVAL OR REJECTION OF YOUR APPLICATION

\* TICA DEFAULT TENANCY CONTROL PTY LTD AND TICA ASSIST PTY LTD TO ASSESS THE RISK TO OUR CLIENTS AND VERIFY THE DETAILS PROVIDED IN YOUR TENANCY APPLICATION

\* REFEREES TO VALIDATE INFORMATION SUPPLIED IN YOUR APPLICATION

\* OTHER REAL ESTATE AGENTS TO ASSESS THE RISK TO OUR CLIENTS

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### Secondary Purpose

During and after the tenancy we may disclose your personal information to

\* TRADESPEOPLE TO CONTACT YOU FOR REPAIRS AND MAINTENANCE OF THE PROPERTY

\* TRIBUNALS OR COURTS HAVING JURISDICTION SEEKING ORDERS OR REMEDIES

\* DEBT COLLECTION AGENCIES CREDIT PROVIDERS AND RELATED PERSONS TO PERMIT THEM TO CONTACT OR LOCATE YOU

\* TICA DEFAULT TENANCY CONTROL PTY LTD TO RECORD DETAILS OF YOUR TENANCY HISTORY

\* LESSORS /OWNERS INSURER IN THE EVENT OF AN INSURANCE CLAIM

\* FUTURE RENTAL REFERENCES TO OTHER ASSET MANAGERS/OWNERS

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, we cannot provide you with the property you requested to rent.

### TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways: Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) or Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30.

### Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

### Further Information About TICA

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones). If you're personal information is not provided to The TICA Group, the member may not proceed with assessing your application and you may not be provided with the rental property.

**(If more than one applicant, "I" means "we" in this form) "I have read and I understand the above information".**

Name	Signature	Date
Name	Witness Signature	Date

The personal Information the prospective tenant provides in this application or collected from other sources is necessary for Zest Residential to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to this agency and/or Landlord. If the applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the applicant would like to access the personal information that this agency holds they can do so by contacting the agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, this agency may not be able to process the application and manage the tenancy.

Zest Residential complies with laws protecting your privacy. The information you provide to Zest Residential will be collected and stored, but will not be sold to third parties.

**THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:**

**Identification (At least 100 points must be provided);**

- Current drivers licence (40 points)
- Birth certificate (30 points)
- Proof of age card (30 points)
- Passport (40 points)
- Medicare card (20 points)
- Motor Vehicle registration certificate (10 points)
- Bank Statement (10 points)
- Telephone account statement (10 points)
- Gas account statement (10 points)
- Electricity account statement (10 points)

**Please also attach the following documents:**

Proof of rental history

- Last four rental receipts or
- Printout of tenancy history

Proof of current address

- Utility statements (no greater than six months old) or
- Council rates notice

Proof of income

- 3 previous pay slips or
- Bank Statement or
- If self-employed – tax returns and business registration

Should you not be able to meet the 100 check points, please phone your property management team.